

Exec
73-7605
Adm - 13.7
DD/S&T# 3929-73

MEMORANDUM FOR: See Distribution

SUBJECT : Official Entertainment in the Executive Dining Room

- REFERENCES : (a) Memo dtd 29 June 1963 to ExDir from DDCI, Subject: Delegation of Authority
- (b) Memo dtd 10 April 1967 to Deputy Directors and Heads of Independent Offices from ExDir, Subject: Official Entertainment in the Executive Dining Room
- (c) Memo dtd 29 July 1971 to Deputy Director for Plans from ExDir, Subject: Official Entertainment in the Agency Dining Room
- (d) Memo dtd 17 March 1972 to Deputy Directors from ExDir, Subject: Official Entertainment in the Executive Dining Room
- (e) Form 725 dtd 5 September 1973 to Director of Finance from DCI, Subject: Delegation of Authority and [redacted] dtd 24 July 1973

STATINTL

STATINTL

1. For some time the basic policy of the Agency [redacted] has been that expenses incurred in the official entertainment of officers or employees of the U.S. Government exclusively required approval by the Director or by a single senior official designated by him. Per reference (a) this authority was delegated to the Executive Director. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. Reference (c) disapproved a request to delegate to Division and Staff Chiefs the authority of a Deputy Director to submit vouchers for official entertainment. Reference (d) permitted Deputy Directors to delegate to a

single senior officer their authority to submit such vouchers. Reference (e) established the Executive Secretariat, appointed the Executive Secretary, and delegated to the Executive Secretary the Director's authority to approve the payment of these expenses.

2. During the past few months Agency policy concerning the official entertainment of officers and employees of the U.S. Government has been under review. The Comptroller General's position is that official funds should not be used for the entertainment of Government officials unless specific authority for that purpose has been given by the Congress. Therefore, it has been concluded that the Agency shall no longer use official funds to pay for the expenses incurred in the entertainment of officers or employees of the U.S. Government in the Executive Dining Room. In addition to those persons included within the definition of "officers and employees" in Title 5 of the U.S. Code, this phrase includes staff employees, staff agents, detailed military and civilian personnel, contract employees, and career agents of this Agency. An exception to this policy may be made only in the most unusual and special circumstances. Such an exception shall require the advance approval of the Director.

3. The Director's Imprest Fund may be used to pay the full cost of a function, including the meals served Agency personnel, when the purpose is to entertain a foreign official or a non-U.S. Government personality. Deputy Directors may delegate their authority to submit vouchers for these functions to a single senior officer. Since the burden is a limited one, Heads of Independent Offices are expected to continue personally to retain this authority. The Executive Secretary has been designated as the single senior official who may authorize the payment or reimbursement of these expenses.

4. It shall no longer be necessary that official entertainment in the Executive Dining Room be hosted personally by either a Deputy Director or his Associate. Any other senior official designated by a Deputy Director or a Head of an Independent Office may act as host.

5. The General Counsel has been asked to amend the appropriate Headquarters Regulation to reflect the change of policy and delegations set forth above. The policy and delegations referenced in this memorandum are hereby rescinded.

W. E. Colby
Director

Distribution:

DDCI

DDS&T

DDI

DDM&S

DDO

D/DCI/IC

D/DCI/NIO

General Counsel

Legislative Counsel

Inspector General

Comptroller

Director of Finance

USIB/S

Assistant to the Director

Executive Secretary

AO/DCI

Executive Dining Room Office

Some Exceptions Which Require DCI Prior Approval

- 1) Boards of Directors of Agency proprietaries;
- 2) Members of Congress or Congressional employees;
- 3) State and/or local government officials;
- 4) Officials or employees of companies with which the Agency has a contractual relationship; and
- 5) Independent contractors (to include certain consultants).

ER 53-5279

C O P Y

29 June 1963

MEMORANDUM FOR: Executive Director

SUBJECT: Delegation of Authority

REFERENCES:

a.

b.

25X1A

1.

[redacted] provides that "Expenses incurred in the entertainment of officers or employees of the U. S. Government exclusively (including staff employees, staff agents, detailed military and civilian personnel, and contract employees of the Agency) shall not be allowed except when personally approved by the Director of Central Intelligence or a single senior official delegated such authority."

2. The authority to authorize and pay expenses of operational entertainment under the provision of [redacted] is delegated to the Executive Director.

25X1A

(Signed) Marshall S. Carter
Marshall S. Carter
Lieutenant General, USA
Deputy Director of Central Intelligence

C/DCI [redacted] (27 June 63)

Distribution:

Orig & 1 - Comptroller

1 - DDP

1 - DDI

1 - DDS

1 - DOR

1 - CCC

Approved For Release 2004/01/14 : CIA-RDP76B00734R000100060002-3

1 - C/Finance

10 April 1967

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Acting Deputy Director for Science and
Technology
Deputy Director for Support
Deputy to the Director for National Intelligence
Programs Evaluation
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Official Entertainment in the Executive Dining
Room

1. Effective immediately, the following policy and simplified accounting procedure will apply to official entertainment in the Executive Dining Room which is hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed.

a. Entertainment of other Government officials: The host and other Agency participants will be charged for their meals; the Agency will absorb the cost for the non-Agency guests.

b. Entertainment of non-Government personnel: The entire cost of such entertainment will be paid by the Agency.

c. Accounting Procedure: The host's office shall arrange for official entertainment with the Dining Room Custodian [] Room 1 J 45 HQ, [] and shall provide a guest list of all participants. No further reporting by the host is required.

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2. In the case of a special luncheon or entertainment in the Executive Dining Room for Government employees exclusively, the

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most may request reimbursement for the entire function according
to the provisions of

STATINTL

L. K. White
Executive Director-Comptroller

cc: WFO-DCI
Dining Room Custodian

29 July 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Official Entertainment in the Agency Dining Room

REFERENCES : (a) Your memorandum dated 4 June 1971,
same subject

(b) Memorandum dated 10 April 1967 to
Deputy Directors and Heads of Independent
Offices, subject: Official Entertainment
in the Executive Dining Room

1. I have completed a review of our official entertainment for the past three years and have found that, while it appears we have not abused these privileges, we do indeed have unique authorities which require diligent care.

25X1A

2. The basic policy on this matter [] is that expenses incurred in the entertainment of officers or employees of the U. S. Government require approval by the Director or a single senior official designated such authority. In practice, I have exercised this authority for some time. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. However, on many occasions we have allowed such expenses to be charged to the Imprest Fund even though these senior officers did not act as host.

3. While I do not consider this to be an undue abuse of these privileges, I do feel that to approve your request to delegate to Division and Staff Chiefs your authority to submit such vouchers could be interpreted as a decentralization of approvals to a level which clearly goes beyond that intended in Agency regulations. I would have no objection, however, to your delegating your authorities to a single senior officer on your staff.

/s/ []

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L. K. White
Executive Director-Comptroller

72-1552
Adm-13.7

17 March 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology

SUBJECT : Official Entertainment in the Executive
Dining Room

REFERENCES : (a) Memo dtd 29 June 1963 to ExDir from
DDCI, Subject: Delegation of Authority
(b) Memo dtd 10 April 1967 to Deputy Directors
and Heads of Independent Offices, Subject:
Official Entertainment in the Executive Dining
Room

1. A few months ago the suggestion was made that authority to submit vouchers for official entertainment be delegated to the Office Head level. The Executive Director reviewed official entertainment for the past three years and found that, while it appears we have not abused these privileges, we do indeed have unique authorities which require diligent care. ✓

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2. The basic policy on this matter [] is that expenses incurred in the entertainment of officers or employees of the U. S. Government require approval by the Director or a single senior official designated such authority. Per reference (a) this authority was delegated to the Executive Director. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. However, on many occasions we have allowed such expenses to be charged to the Imprest Fund even though these senior officers did not act as host. I do not consider this to be an undue abuse of these privileges.

3. The Imprest Fund may be charged the full cost of a function, including the meals served Agency personnel, when the purpose is to entertain a foreign official or a non-U. S. Government personality. 1000/ ?
sent

When the participants are all U.S. Government personnel and the purpose of the entertainment is official, the cost associated with the non-Agency guests may be charged to the Imprest Fund, but Agency personnel will be billed for their costs. Exceptions to these policies may be requested by citing the details and justification on the voucher (attached) or by separate memorandum.

4. I have no objections to your delegating to a single senior officer your authority to submit such vouchers. If you elect to delegate this authority to a senior officer, please provide his name and title to the Chief, Logistics Services Division, Office of Logistics, through this office. Since the burden is a limited one, I would expect Heads of Independent Offices to continue personally to retain this authority.

5. To facilitate billing procedures, Deputy Directors and Heads of Independent Offices are requested to submit their vouchers promptly after each event rather than combining several events on one monthly voucher, as now practiced. The voucher should be similar in form and detail to that attached.

25X1A

W. E. Colby
Executive Director-Comptroller

Attachment

cc: D/DCI/IC ✓

~~Director of National Estimates~~

General Counsel ✓

Legislative Counsel ✓

Inspector General ✓

USIB/S ✓

~~Director/PPB~~ ✓

~~SAVA~~

Assistant to the Director *Adoc 33*

~~C/Historical Staff~~

Director of Finance *I*

AO/DCI *I*

Executive Dining Room Office

MEMORANDUM FOR : Executive Director-Comptroller
THROUGH : Executive Dining Room
Logistics Services Division/OL
SUBJECT : Request that Official Entertainment
be charged to the Imprest Fund

1. The officer named below entertained on the date indicated, in an official capacity. It is requested that the charges for the guest (s) be paid from the Official Imprest Fund.

Date:

Host:

Guests:

Agency Participants:

NUMBER OF MEALS TO BE CHARGED AGAINST IMPREST FUND:

Deputy Director for _____
or Head of Independent Office

25X1A

DESIGNATION OR REVOCATION OF AUTHORITY		FILING REFERENCE ONLY	
TO: Director of Finance			
FROM: Director of Central Intelligence			
TYPE OF AUTHORIZATION According to <input type="text"/> - Approving Officer for entertainment of officers or employees of the U.S. Government exclusively.		FAN ACCT. NO. (Payroll only)	
		EFFECTIVE DATE	
NAME OF DESIGNEE Ben C. Evans, Jr.		TITLE Executive Secretary 25X1A	
OFFICE DCI		ROOM NO. AND BUILDING 7 E 2609, Hqs.	
SPEC <input type="text"/>		EXTENSION <input type="text"/>	
Ben C. Evans, Jr.		25X1A	
REMARKS (State whether a previous authorization is being revoked)			
25X1A			
DATE 5 September 1973		SIGNATURE OF AUTHORIZING OFFICIAL	
TITLE OF AUTHORIZING OFFICIAL Director of Central Intelligence		W. B. Colby	

FORM 725 USE PREVIOUS EDITIONS

(5-38)



This Notice Expires 1 August 1974

ORGANIZATION

24 July 1973

ESTABLISHMENT OF THE EXECUTIVE SECRETARIAT

1. The Executive Secretariat was established effective 12 July 1973. The Secretariat will be under the supervision of the Director and consist of the Executive Secretary, two staff assistants, and two secretary-stenographers.

2. The Executive Secretary will perform the following functions:

a. Review and distribute all incoming extra-Agency correspondence addressed to the Director and Deputy Director. Subject to review by the Director and Deputy Director, he will assign tentative actions and suspense dates to the appropriate Deputy Director, Head of Independent Office, or appropriate officer. He will call the attention of the Director and Deputy Director to any correspondence that warrants their awareness or guidance prior to completion of action. He will also review correspondence for the signature of the Director and Deputy Director destined to addressees outside the Agency to assure it is in proper form and has been fully coordinated. This effort will be supplemented by the personal staff assistants assigned to their offices.

b. Review all intra-Agency correspondence addressed to the Director and Deputy Director, ensuring that staff action has been completed and that copies are disseminated to all interested components. Unless specifically exempted by the Director or Deputy Director, all hand-carried material, whether they be action or information papers, will be recorded with the Secretariat, together with a statement or note indicating the action taken (even if ex post facto). In the event decisions are reached during the course of a telephone conversation, an effort will be made to make notes and file a copy with the Secretariat. A record of all actions assigned by the Director or Deputy Director will be maintained and reviewed with them periodically.

c. Keep the DCI, DDCI, and Deputy Directors advised of significant correspondence via a periodic reading file, provision of information copies, or oral briefings on particularly sensitive topics.

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY
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ORGANIZATION

[REDACTED]
24 July 1973

- d. Index documents for prompt retrieval and maintain appropriate compartmentation of sensitive files of materials.
- e. Exercise supervision over the Executive Registry and the Administrative Officer of the Office of the Director.
- f. Provide administrative support to the Secretary of the CIA Management Committee, to include developing draft agenda for meetings, circulating related papers, and taking the minutes of the meetings.
- g. Have developed and monitor a schedule of all major intelligence production tasks.
- h. Record items of discussion at the Director's staff meetings and disseminate action reminders and establish suspense dates.
- i. Approve expenditures relating to the operation of the Office of the Director, including the DCI Imprest Fund and Executive Dining Room billings.
- j. Circulate the calendars of the Director and Deputy Director on a timely basis and develop the daily absentee list of senior officers.
- k. Approve staff cable dissemination requests and refine all staff and command cable and electrical transmissions systems to assure that the Director and Deputy Director are kept informed.
- l. Not used.
- m. Act as E Career Service Approving Officer for all personnel actions concerning officers in grades GS-15 and below.
- n. Perform other functions as assigned by the Director.

STATINTL 3. Benjamin C. Evans, Jr. was appointed the Executive Secretary and [REDACTED] Deputy Executive Secretary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

ROBERT S. WATTLES
Acting Deputy Director
for
Management and Services

DISTRIBUTION: AB

2

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